



EMPLOYMENT OPPORTUNITY

Librarian I/II

Recruitment Number: 04-228

Salary I Level: \$3261.07 - \$3963.85/ Monthly

Salary II Level: \$3587.17 - \$4360.22/Monthly

Filing Deadline: 5 PM, Friday, July 30, 2004

POSITION SUMMARY

The Librarian I/II position can be filled at either level depending upon qualifications. This position works under general supervision to perform professional librarian work in the City Library and to do related work as required.

ESSENTIAL FUNCTIONS

(Functions may include, but are not limited to, the following): **The Librarian I level** assists the public in making effective use of library facilities; answers informational questions and resolves general complaints; conducts reference work; catalogs, classifies, and assigns subject headings to books, pamphlets and other publications; compiles lists and bibliographies; recommends budget needs to the supervisor; searches for materials that are difficult to find; reviews books and makes recommendations for their purchase; assists the supervisor when conducting division programs; may develop and maintain specialized collections, such as picture or film collections; assists guests in the use of audio-visual equipment; assists in the preparation of correspondence and reports; assists in conducting research projects and special studies. **The Librarian II level** performs the more difficult and independent professional duties. This position analyzes requests for information and interprets them with respect to local, regional and national resources; applies knowledge of specialized information resources to satisfy requests for information; confers with other agencies; maintains liaison with departments and other agencies; represents the department on regional and inter-agency committees; may assess library or organizational needs through research; prepares detailed reports; evaluates the impact of new and revised programs and procedures on departmental units; applies knowledge or professionally established principles and practices of subject classification in conjunction with appropriate databases to catalog materials; may on assignment, conduct studies on space allocation, staff utilization, office systems communications equipment and other special studies; develops material resources in assigned subject areas using computer generated reports, professional journals and bibliographies; develops and coordinates programs for the community; may perform special studies regarding proposed legislation; may write and administer grant proposals; develop forms, manuals, and procedural handbooks; may train subordinates; supervises volunteers; utilizes a variety of databases; prepares reports and correspondence; may assume duties within a division which includes supervision; and assumes the duties of employee in-charge of the building, public, and staff in the absence of senior staff.

MINIMUM QUALIFICATIONS

Education Training and Experience: Librarian I Level: Any combination of training and experience equivalent to an MLS from an ALA accredited library school or a BA/BS and 2 years of paid para-professional experience in a library and current enrollment in an ALA accredited MLS program with 20% coursework completed. Attach a copy of transcript to show course completions or attach copy of MLS degree or MA/MS in a related field and 2 years of paid para-professional experience in a library or BA/BS degree and 3 years of paid para-professional experience in a library and 9 semester units or 12 quarter units of completed graduate coursework from an ALA accredited library school or completion of a library technician program from a community college or 9 Continuing Education Units in library science. Applicants should attach a copy of their transcript showing completed library coursework. **Librarian II Level:** equivalent to MLS from an ALA accredited library school and 2 years of paid professional library experience. Attach copy of MLS diploma to application or BA/BS and 3 years of paid professional library experience and current enrollment in an ALA accredited MLS program with 40% coursework completed. Applicants attach a copy of transcript showing completed coursework and evidence of units needed for completion of the MLS or MA/MS in a related field and 3 years of paid para-professional experience in a library or BA/Bs degree and 4 years of paid professional experience in a library and 18 semester units or 28 quarter units of completed graduate coursework from an ALA accredited Library school. Attach copy of transcript showing completed coursework.

Knowledge, Skills and Abilities: Knowledge of basic principles and practices of Library Science in a public library; basic cataloging techniques and reference sources; basic public relations and promotion of library services and programs; modern office practices, methods and procedures; computer equipment and software applications related to assignment; English usage, spelling, grammar and punctuation; budgeting and needs assessment techniques; Ability to: perform librarian duties involving the use of computers and software programs related to assignment; organize, prioritize and coordinate library work activities; make sound judgments and decisions within established guidelines; interpret library policies and bibliographic standards; operate standard office equipment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk or a computer workstation for prolonged periods of time; use a computer keyboard; lift, carry, and retrieve books and materials from shelves; lift up to twenty pounds from various shelf heights; extend arms above the shoulder to reach and grasp books and materials; stand, stoop, bend, twist to reach supplies from shelves and cabinets; travel to various city library locations; respond to telephone inquiries; interact with library guests to resolve complaints.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

The City contributes 8% to the Public Employees Retirement System (PERS) for the employee Positions that are represented by the Chula Vista Employees Association will have a 1.92% salary deduction that coincides with the Work Furlough Program. Employees will accrue up to 40 furlough hours between their hire date and June 30, 2005

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.chulavistaca.gov • **Job Hotline: (619) 691-5095**

Assigned Staff: Mary Thigpen, (619) 585-5663 mthigpen@ci.chula-vista.ca.us Published 7/14/2004

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